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11 March 1951

MEMORANDUM:

TO: The Comptroller

FROM: Finance Division

SUBJECT: Travel Advances to Personnel Recruitment Officials.

1. In accordance with your instructions, there is presented herewith a list of advances made during the last 90 days to officials engaged in personnel recruitment activities.

2. It may be of interest to note that this list comprises what is probably the most difficult group to service in connection with adequate but not excessive travel advances. The reason is the nature and extent of business to be performed. It appears that in many instances the duration of the trip and necessary official expenses over and above per diem are contingent upon circumstances found at the place of recruitment.

3. Under normal circumstances, where the duration of official travel can be judged with reasonable accuracy, travel advances are limited to estimated per diem and other travel expenses based upon experience gained from processing travel vouchers covering similar trips.

4. Under all circumstances, the minimum review of a request for travel advance is by three officials. They are: (a) a duly appointed approving officer, representing the office to which the traveler is assigned, or a request by an administrative official of such office, approved by the Chief, Transportation Branch, Administrative Services.

(b) An authorized Certifying Officer representing the Finance Division, and

(c) The Disbursing Officer also representing Finance Division.

5. In the case of extended travel within the U.S., it has been our practice to attempt to limit advances to estimated expenses of a 45-day period. This is in order that vouchers may be submitted covering a 30-day period, allowing 15 days for receipt and processing thereof and replenishment of funds in reasonable amounts. Upon receipt of the first voucher covering extended trips, it has been the practice to reduce or increase the advance commensurate with established requirements.

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Acting Chief, Finance Division

Att.

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